

NOTICE AND ACKNOWLEDGEMENT OF RECEIPT

PLEASE FILL OUT APPROPRIATE INFORMATION
AND RETURN THIS FORM

I acknowledge receipt of the Order of Assignment from the Clerk of Superior Court in Maricopa County for:

(Obligor's Name/Case Number)

According to A.R.S. §25-504 an employer or payor of funds who fails without good cause to comply with the terms of an order of assignment is liable for amounts not paid pursuant to the order of assignment and reasonable attorney fees, cost and other expenses incurred in procuring compliance and may be subject to contempt.

This form must be filled out with information known to the party acknowledging receipt and returned to the Clerk of Superior Court immediately. I understand that if I do not return this form immediately, I may be ordered to pay the costs of personal service, unless I can show good cause as to why it was not returned.

EMPLOYER/PAYOR OF FUNDS: PLEASE CHECK THE APPROPRIATE BOX AND COMPLETE INFORMATION REQUIRED.

- ☐ This company employs/pays the employee/obligor.
☐ This company no longer employs the employee/obligor.
Termination Date: _____ SSN #: _____
Last known address: _____
Name and address of New Employer: _____
☐ There is no record of this obligor ever being employed with this company.
☐ Additional Comments: _____

Company Name

Email Address

Signature (Company Representative) _____ Date _____

- ☐ **CERTIFIED MAILING**
(If this box is checked, this is a certified mailing.)
A. If the obligor referenced above is employed with your company or you are obligated to pay this person, please complete the correct statement in the middle of the page and return this entire form.
B. If the obligor referenced above is **not** employed with your company or you are **not** obligated to pay this person, please complete the correct statement in the middle of the page and return this entire form.

- ☐ **SUBSEQUENT EMPLOYER/PAYOR OF FUNDS OF AN EX PARTE ORDER OF ASSIGNMENT**
(If this box is checked this is a subsequent order. Please read the following paragraph for the appropriate instruction.)

This is a subsequent Ex Parte Order of Assignment. You must begin withholding payments no later than 14 days after receipt. If payment to the obligor is due sooner than the 14 days you may implement the withholding for that date. Subsequent employers do not receive an additional copy to serve on the employee.

RETURN THIS ENTIRE ACKNOWLEDGMENT TO THE CLERK OF THE SUPERIOR COURT BY FAX (602) 506-1937 OR YOU MAY USE THE ENVELOPE PROVIDED. DO NOT RETURN THE ATTACHED PACKET. RETAIN A COPY OF THIS NOTICE AND ACKNOWLEDGMENT OF RECEIPT FOR FUTURE REFERENCE.

EMPLOYER/PAYOR OF FUNDS INFORMATION SHEET
A.R.S. §25-504

1. An Order of Assignment and an Order Terminating the Order of Assignment shall be served on any employer or payor of funds by first class mail, electronic transmission, personal delivery or pursuant to the Arizona Rules of Civil Procedure.
2. Copies of Orders of Assignment and Orders Terminating Orders of Assignment do not need to be certified to be effective.
3. For the cost of compliance, you may also withhold and retain an additional \$1 per payment sent, not to exceed \$4 per month for each obligor.
4. Any employer or other payor who has received any order of assignment shall withhold the amount specified in the order of assignment, together with the handling fee as provided in section §25-510, from the income of the person obligated to pay support or spousal maintenance. Income” means any form of payment owed to an individual, regardless of the source, including wages, salaries, commissions, bonuses, workers’ compensation, disability payments, payments pursuant to a retirement program and interest.
5. The monthly fee of \$2.25, to cover the cost of handling support and maintenance payments (A.R.S. §25-510), shall also be deducted from the obligor’s income and transmitted. This handling fee is in addition to the monthly support obligation.
6. If the obligor is ordered to pay child support for more than one family and the amount available for withholding is not sufficient to meet the total combined current child support obligations the employer or payor of funds shall allocate any monies withheld from the obligor’s income to each family. Attached is a Child Support Allocation Worksheet for your use in allocating the payments. (Note: disposable income is the amount paid by the employer/payor of funds after deducting from such income those amounts required by law to be withheld)
7. An employer or payor of funds may combine payments withheld for more than one obligor in a single payment. When combining payments in one check be sure to include a transmittal that provides each of the payor's names, Social Security Numbers, ATLAS numbers, amounts withheld for each payor, dates the funds were withheld, the date transmitted, and any handling fees withheld. Attached is a Transmittal of Payment Form for your use. Failure to provide the information on the Transmittal of Payment Form will result in a delay in processing the payment. For all Arizona withholdings refer to the address for the Support Payment Clearinghouse. For other states refer to the court order for the appropriate address to remit payments.
8. Statute requires monies withheld be transmitted within 2 business days after obligor is paid or after the payment to the obligor is due.
9. When the obligor is no longer employed or the right to receive income or other monies is terminated, within 10 days you must notify the Clerk or Support Payment Clearinghouse in writing of: the obligor’s Social Security Number, last known address, and the name and address of the obligor’s new employer, if known. You may use the attached **Notice of change of obligor’s employment or right to receive entitlements** for this purpose.

10. If the employee terminates but is reinstated within 90 days of the last payment the employer is again obligated to withhold monies pursuant to the Order of Assignment. (This is applicable to payor of funds cases as well).
11. The first employer or payor of funds served with an Ex Parte Order of Assignment shall not withhold or deduct amounts specified in the Ex Parte Order of Assignment for 14 days. (You are the first employer if you receive two copies of an Ex Parte Order of Assignment, one copy for you and one copy for the obligor.)
12. Within 5 days after receipt, the first employer or payor of funds served with an Ex Parte Order of Assignment must serve on the employee or payor of funds, by personal delivery or by registered mail, one copy of the Order of Assignment, the Request, and the Notice.
13. If the subsequent employer/payor of funds box is marked on the **Notice and Acknowledgment of Receipt** begin withholding no later than 14 days after receipt of the Order but, if payment to the obligor is due sooner than the 14 days you may implement the withholding for that date.
14. An Order of Assignment has priority over all other executions, attachments, or garnishments.
15. An employer or payor of funds shall not refuse to hire a person and shall not discharge or otherwise discipline an obligor because of service of an Order of Assignment. An employer or payor of funds who refuses to hire a person or who discharges or otherwise disciplines an employee or obligor because of service of an Order of Assignment is subject to contempt and sanctions as may be ordered by the court. A person who is wrongfully refused employment, wrongfully discharged or otherwise disciplined is entitled to recover damages sustained by the prohibited conduct, reinstatement, if appropriate, and attorney fees and costs incurred.
16. If the Social Security Number does not match the obligor and you are able to determine that the obligor named is your employee/obligor, honor the Order of Assignment. If you are not able to make this determination, indicate this on the **Notice and Acknowledgment of Receipt**. Then, return the **Notice and Acknowledgment of Receipt** to the Clerk of the Superior Court.
17. If the obligor tells you the amount on the Order of Assignment is wrong or that you should not honor the order, it is your employee's/obligor's responsibility to contest or challenge the Order of Assignment, if he or she believes it is in error. Proceed with the withholding until you receive a court order modifying or terminating the existing Order of Assignment.
18. A.R.S. §25-646 states that an income withholding order issued in another state may be sent to the person or entity defined as the obligor's employer and the obligor's employer shall treat an income withholding order issued in another state that appears regular on its face as if it had been issued by a tribunal of this state.
19. If an obligor voluntarily provides you a copy of an Order of Assignment, begin withholding the support payments according to the terms of the Order of Assignment.

CHILD SUPPORT ALLOCATION WORKSHEET

Arizona Revised Statute §25-504 requires employers to allocate current child support payments when the amount available for withholding is not sufficient to meet the total combined current support obligation.

USE THIS FORM ONLY IF THE TOTAL AMOUNT OF ALL CURRENT CHILD SUPPORT ORDERS EXCEEDS THE MAXIMUM ALLOWABLE WITHHOLDING OF 50% OF THE EMPLOYEE'S DISPOSABLE INCOME.

If you need assistance in completing the worksheet, please contact the Department of Economic Security through the **Employer Hotline at (602) 252-4045**.

STEP 1: LIST THE CURRENT CHILD SUPPORT AMOUNTS FOR EACH ORDER

- A) \$
- B) \$
- C) \$

STEP 2: TOTAL THE CURRENT CHILD SUPPORT AMOUNTS FOR EACH ORDER

A) \$ _____ + B) \$ _____ + C) \$ _____ = D) \$ _____

STEP 3: COMPUTE THE ALLOCATION RATIOS BY DIVIDING EACH CURRENT CHILD SUPPORT AMOUNT ORDER BY THE TOTAL CURRENT CHILD SUPPORT AMOUNT

- A) \$ _____ / D) \$ _____ = E) _____ (ALLOCATION RATIO)
- B) \$ _____ / D) \$ _____ = F) _____ (ALLOCATION RATIO)
- C) \$ _____ / D) \$ _____ = G) _____ (ALLOCATION RATIO)

STEP 4: DETERMINE THE AMOUNT TO ALLOCATE TO EACH CURRENT CHILD SUPPORT WAGE WITHHOLDING ORDER BY MULTIPLYING THE MAXIMUM WITHHOLDING AMOUNT OF 50% OF THE EMPLOYEE'S DISPOSABLE INCOME BY THE ALLOCATION RATIO FOR EACH ORDER.

NET INCOME: _____ X 50% = H) \$ _____

- H) \$ _____ X E) _____ % = I) _____ (ALLOCATION AMOUNT FOR ORDER A)
- H) \$ _____ X F) _____ % = J) _____ (ALLOCATION AMOUNT FOR ORDER B)
- H) \$ _____ X G) _____ % = K) _____ (ALLOCATION AMOUNT FOR ORDER C)

STEP 5: PAY THE AMOUNT ALLOCATED TO EACH CURRENT CHILD SUPPORT ORDER TO THE ADDRESS AS DIRECTED ON EACH WAGE WITHHOLDING ORDER.

PLEASE NOTE THAT ORDERS OF ASSIGNMENT MAY HAVE BEEN DIRECTED FROM STATES OTHER THAN ARIZONA AND PAYMENTS SHOULD BE SENT TO THE APPROPRIATE ADDRESSES AS STATED ON THE ORDER. THESE PAYMENTS SHOULD BE MADE ON SEPARATE CHECKS. PLEASE INDICATE ON EACH CHECK THAT AN ALLOCATION HAS BEEN MADE.

EMPLOYER/PAYOR OF FUNDS TRANSMITTAL OF PAYMENT FORM

This format should be used by employers/payor of funds who choose to send one check to the Support Payment Clearinghouse (P.O. Box 52107, Phoenix, AZ 85072-2107) for support payments for numerous employees/payor of funds.

PAY PERIOD ENDING DATE: _____

FROM: _____
EMPLOYER/PAYOR OF FUNDS

ADDRESS

CONTACT PERSON

PHONE

FAX

TRANSMITTAL DATE: _____

ATLAS NUMBER	EMPLOYEE'S NAME	EMPLOYEE'S SSN	TOTAL TRANSMITTED (*)

GRAND TOTAL \$ _____

(*) If you have allocated support, please use an asterisk next to the payment amount in this column.